

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Utilities Services Manager	Job Family: III
General Classification: Management	Job Grade: 26

Definition: To plan, organize, direct and coordinate the activities of utilities operations, including water distribution, wastewater and storm water collection and recycled water distribution; to coordinate operations with other divisions and departments; and to provide highly complex staff assistance to the Assistant Public Works Director.

Supervision Received and Exercised: Receives general direction from the Assistant Public Works Director; exercises direct supervision over assigned clerical, technical and supervisory personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of departmental goals, objectives, policies and procedures.
2. Manage all regulatory, permitting, planning, operation, preventative maintenance, repair and replacement functions of the water and wastewater infrastructure, including the water distribution system, pumps, potable water wells, meters, reservoirs, wastewater and storm water collection systems, sewer lift stations and the recycled water distribution system.
3. Develop schedules for infrastructure preventative maintenance, replacement and related capital improvement projects.
4. Establish and implement programs to ensure compliance with all Federal, State, regional and local regulatory requirements.
5. Ensure all work and construction practices comply with OSHA standards and industry Best Management Practices.
6. Ensure that safety training and inspection schedules are met.
7. Guide and direct all field testing and monitoring activities.
8. Establish and maintain a work environment that models the values of the Public Services Division.
9. Establish and maintain computerized maintenance management systems.

Position Title: Utilities Services Manager

Page 2

10. Implement GIS, SCADA and other technological programs to improve utility operations.
11. Establish effective technical training expectations and programs for all Utilities personnel.
12. Participate in long-range master planning efforts.
13. Determine funding needed for staffing, capital equipment, materials and supplies and prepare the Utilities Services budget; manage operations within budgeted funding.
14. Participate in recommending the appointment of personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
15. Represent the section at professional groups and related committees.
16. Coordinate Utilities activities with other divisions and departments; participate in department and staff meetings.
17. Monitor and ensure compliance with consultant contracts.
18. Research, compile and analyze technical studies and reports; prepare staff reports and recommendations related to section operations.
19. Establish a strong customer service orientation and respond to complaints from the public; develop and implement solutions to complex and sensitive technical and public relations situations.
20. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of utility system operation, maintenance, technology and Best Management Practices; infrastructure repair and replacement, master planning and strategic planning; principles and practices of policy development and implementation; principles and practices of business correspondence, public speaking and report writing; pertinent local, State and Federal laws, rules and regulations; budgeting procedures and techniques; principles and practices of customer service; principles and practices of supervision, training and personnel management; principles and practices of safety related to areas of assignment; and principles and practices of establishing a mission and managing a values-driven organization.

Position Title: Utilities Services Manager

Page 3

Ability to: Organize, direct and implement a comprehensive utilities program; prepare and administer a budget; establish a collaborative working relationship with field personnel; work in a unionized environment; provide programmatic and organizational leadership; supervise, train and evaluate personnel; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted within the course of work; communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: A combination of relevant experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Five years of increasingly responsible experience in public works and water utility management, including two years of supervisory responsibility. Equivalent experience in wastewater utility management is highly desirable. A bachelor's degree from an accredited college or university with major course work in engineering, environmental management, business or public administration, or a closely related field.

Required Licenses or Certificates: Possession of a Grade 2 Water Treatment Operator Certification and Grade 2 or higher Water Distribution Operator Certification issued by the California Department of Public Health. Possession of a Grade 3 Water Distribution Operator issued by the California Department of Public Health or a California Water Environment Association (CWEA) Grade 2 or higher Collection System Maintenance Certification is highly desirable. Possession of a valid California Class C driver's license.

Working Conditions: Preemployment and periodic respiratory and hearing examinations may be required for this classification. In addition to the regular work schedule, this position must be available to work evenings and weekends to attend meetings, City events and relevant conferences as needed.

Established October 1991

Revised February 2011

CLASS SPECS

CS061-M^